

**Village of Empress
In the Province of Alberta**

BYLAW # 2022-06

A bylaw to establish the position of Chief Administrative Officer for the Village of Empress:

WHEREAS, there is a requirement to establish the position of Chief Administrative Officer for the Municipality as per Section 205 of the Municipal Government Act, 2022, or amendments thereto;

AND WHEREAS, the Council considers it appropriate to allow the position to use a title other than that of Chief Administrative Officer;

THEREFORE; the Council of the Village of Empress, duly assembled, enact as follows;

1. that the Village of Empress hereby establishes the position of **Chief Administrative Officer (CAO)**.
2. that the Chief Administrative Officer may be referred to as the **CAO** or the **Secretary-Treasurer** of the Village of Empress.
3. that the CAO has all of the responsibilities as set forth in Sections 207 through Section 209, of the Municipal Government Act, 2022, or any amendments thereto.
4. that the Council of the Village of Empress shall appoint the person to the position of CAO by resolution; as necessary from time to time, at a council meeting of the Village of Empress.
5. that the Council may by resolution, alter, change or add responsibilities to the position, as set out by Municipal Policy; Refer to Documents on Position Descriptions of Village of Empress Employees.
6. This bylaw hereby repeals all previous bylaws.

This bylaw shall come into force on the date of the final passing thereof.

Received first reading, this the 15th day of September, 2022.

Received second reading, this the 15th day of September, 2022.

By unanimous Consent of Council present; Received third and final reading, this the 15th day of September, 2022.

Arlen Johnston

Mayor Johnston

Gary E Peers

ICAO Peers